

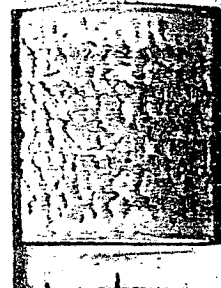
ROUTING AND TRANSMITTAL

23 MAY 1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>D/OEXA</i>		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

*att DDA83-0451/3*



STAT

*Handled - OEXA by Karen  
23 May 83*

*Thanks for your note - Keep up the good work.*

*I didn't know that we had saved 60K by changing from the "blue things" to the white things?*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

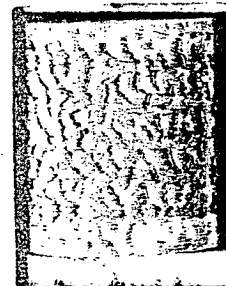
5041-10

☆ GPO

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DDA REGISTRY  
FILE: 100-5

STAT



*Harry -  
Everything went well this week. If you take another week off, we'll have things straight!*

STAT

## ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO/DOA		<i>W</i>	19 MAY 1983
2. ADOA <i>briefed by EO/DOA</i>			
3. DOA		<i>D</i>	19 MAY 1983
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
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Coordination	Justify	

## REMARKS

*B.A. - Pls deliver  
ce ASAP to D/OZ  
+ P+PD for action with deadline  
Hold ce for DOA. 20 MAY 1983  
done*

*Send copy of DC memo  
to D/OEXA - I'll add  
a note*

DO NOT use this form as a RECORD of approvals, concurrence, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

STAT

## ROUTING AND TRANSMITTAL SLIP

Date

20 MAY  
1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/Logistics		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

A copy of the attached has been forwarded to C/P&PD for comments. The response will be prepared by EO/DDA with copies of same forwarded to you and C/P&PD.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name)	Room No.—Bldg.
7D-18 Hqs.	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA

STAT

STAT

## ROUTING AND TRANSMITTAL SLIP

Date

20 MAY  
1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Chief, P&PD		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Bill:

Per our telecon of 19 May, attached is a memo from Mr. Casey requesting information relative to your office. Please forward your comments to me no later than noon, 25 May so that I can prepare the response to the DCI. A copy of this has been forwarded to D/OL for his information. Both you and D/OL will receive copies of the outgoing memo. Thanks.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
EC/DI	Phone No.
7D-18 Hqs.	

STAT  
STAT  
STAT

**EXECUTIVE SECRETARIAT**

**Routing Slip**

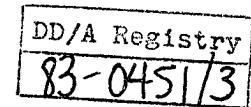
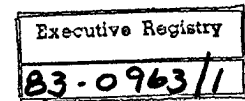
TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓ w/att		
2	DDCI		✓ "		
3	EXDIR		✓ "		
4	D/ICS				
5	DDI				
6	DDA	✓	w/att		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20	ES		✓ w/att		
21					
22					
		SUSPENSE	26 MAY Date		

Remarks:

STAT

Executive Secretary

Date



19 May 1983

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Director of Central Intelligence  
SUBJECT: Elimination of Inefficiency, Waste, and Abuse

I appreciated your report on elimination of inefficiency, waste, and abuse. There should be lots of other areas where similar efforts would pay off. It seems to me everyone around here travels whenever they please. Other agencies have achieved big savings by centralizing approval of travel commitments and expenditures. We saved \$60,000 or so, not to mention time in reading, by getting rid of Media Highlights. What efforts have been made to control expenditures on printing, film and other expensive publications products?

A large, stylized handwritten signature, likely of William J. Casey.

William J. Casey

